



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date November 8, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 29 1972 400 DEC 4 1972					
2. Agency Application No. 41							
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St.S.W. Atlanta, Georgia 30334		4. Person to Contact Dr. James Andrews <i>J.A.D.</i>					
		5. Working Title State Veterinarian	6. Tel. No. 656-3667				
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1965 to Date		9. Exact Series Title Livestock transfer-to-Slaughterer Permit Files					
10. What is the function of the office in which this record series is created The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to Permits to move Livestock from a Livestock Sales Barn Direct to slaughterer. Included is: Permit to Move Livestock from a Livestock Sales Barn Direct To Slaughterer. Form Ga. 29 Files are arranged alphabetically by Sale Barn by Months.							
ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				2 1			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s) 1			
5 X 8 Card Drawers	6	3		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	1			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-☐ [] CALENDAR YEAR -☒ [x] FISCAL YEAR -☐ [] Other

then:

- ☒ [x] Hold in the current files area 1 month(s)/1 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☒ [x] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

EDS

Date

11-8-72

26. Recommendations		<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Head of Agency Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	<u>11-29-72</u>
	Records	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<u>11-29-72</u>
	Committee	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>W. J. Hall</i>	<u>12-1-72</u>